

## SENIOR PLANS EXAMINER

### DEFINITION

To review building plans and related documents for major residential, commercial and industrial construction projects to determine compliance with all relevant building regulations; to provide assistance and information to contractors, engineers, architects, designers, and the public regarding building code requirements and interpretations of the various development regulations; and to lead, train, and review the work of assigned staff.

### DISTINGUISHING CHARACTERISTICS

The Senior Plans Examiner class is distinguished from the Plans Examiner by the assignment of the full range of duties including the technical and functional lead role over assigned staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures of the department.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Plan Check Supervisor.

Exercises technical and functional supervision over assigned staff.

### ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Review building plans and drawings of major residential, commercial and industrial construction projects for compliance with all state and local building regulations.

Provide technical guidance to plans examiners; lead, train, assign, and review their work as needed.

May assume the Plan Check Supervisor responsibilities in his/her absence.

Check engineering calculations and engineering reports, including complex structural analyses.

Provide assistance and information to contractors, architects, engineers and the public in the solution of building regulation problems and in the interpretation of building codes and ordinances.

Act as liaison and represent the building division in meetings with other City departments; advise them regarding building regulations.

Perform inspections at construction sites.

Determine valuation and building fees.

Research and prepare technical and administrative reports; keep accurate files and records, and prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles of civil engineering, with emphasis on structural engineering.

Building regulations and the techniques of enforcement.

Building code requirements for fire protection, energy conservation, and structural, electrical, plumbing, mechanical and related systems.

Current building systems, building materials and methods of building construction.

Pertinent local, state and federal laws, ordinances and rules.

Principles and practices of assigning and reviewing the work of others.

Computer equipment and software applications related to area of assignment.

#### Ability to:

Make computations using engineering mathematics.

Understand and interpret building regulations and recommend changes to regulations.

Perform field inspections.

Prepare concise and accurate written reports.

Perform the most complex work in area of assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible experience in a governmental agency performing building plans examination or inspection of buildings for compliance with minimum building regulations.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with a major in engineering, architecture, or closely related field. Possession of a Certificate of Registration as Civil Engineer in the State of California is desirable.

License or Certificate:

Possession of an ICBO Plans Examiner Certificate.

Possession of, or ability to obtain, a valid California driver's license.

WORKING ENVIRONMENT, CONDITIONS, AND PHYSICAL DEMANDS

Primary work is performed within an even-floored, carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is occasional exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

Hearing and speech acuity sufficient to communicate in person and by means of a telephone. Visual acuity sufficient to read typical business documents, computer screens, blueprints, and drafting plans. Must be able to lift up to 15 lbs. from various heights above and below shoulder level.

11/01